

## Instructions for Making Labels for a Mailing List in Word

These instructions were written for Word 2000. You must know the name of the label product you will be using and the product number to be able to make that selection at the appropriate time in the process below, Step 13. You must first have saved the label file as an Excel file under the process "Downloading text file to Excel" before beginning this process.

Print these instructions before starting this process.

1. After you have saved the Excel file of the License Mailing List in the previous set of instructions, close it.
2. Open Word by clicking on the Word icon. **Make sure the Office Assistant is on. (Click Help on the menu bar. Choose Show the Office Assistant.)**
3. Click File.
4. Click New.
5. Click the tab Letters and Faxes, which is the third tab from the left.
6. Click Mailing Label Wizard. Click okay.
7. The Office Assistant will offer you 2 choices: Create one label, or Create labels for a mailing list. Click on Create labels for a mailing list. A Mail Merge Helper box should pop up.
8. Select choice 2, Get Data, by clicking on it.
9. Click on Open Data Source.
10. Choose the .xls file name, which you named and saved in the C drive from downloading the mailing list. Make sure in the Files of type area at the bottom of the Data Source box you have selected either MS Excel (\*.xls) or All Files (\*.\*) so that your file name will be visible to you. Double click on your Excel file name that you saved. You should then be automatically taken back to the Mail Merge Helper box. Another box will then pop up.
11. Make sure Entire Spreadsheet is highlighted. Click okay. Another box will pop up.
12. Click Set Up Main Document.
13. Select the type of label you will be using, Label product and Product number. Click okay.
14. Use Insert Merge Field to set up the label content. Click on that button. All the mailing label fields will be shown. Insert them into your label set up one by one. Remember you want to put on different lines the name, business name, street address, and city – state – zip code. Do this by depressing the Enter key between the fields you want on a new line. You will likely want to put a comma after the city name field, and a space after the state name, before you insert the zip code field. Remember city, state and zip all go on the same line.
15. After the label setup looks the way you want it, click okay.
16. Click Merge button, next to the number 3. Another box will pop up.
17. Click Merge. Make sure your labels are loaded.
18. Save the mailing label program as a \_\_\_\_\_ .doc file. You can use the file again for a different mailing.
19. Choose File, then Print from the File drop down menu now or when you are ready to print your labels.